



APPLICATION FOR APPOINTMENT

Important note for applicants

Thank you for applying for this position with our school.

1. Please fully complete the attached form personally (3 pages). Read it through first then answer all questions and make sure you sign and date where indicated on the last page.
2. Attach a curriculum vitae (CV) and covering letter containing any additional information. Included in your CV you will need to provide the name and contact details of three referees. If you include written references, please note that we may contact the writers of the references.
3. Verified copies only of qualifications certificates should be attached.
4. If you are selected for an interview you may bring whānau/support people at your own expense. Please advise if this is your intention.
5. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated if any information is later found to be false.
6. Shortlisted applicants will be asked to give consent to a police vet. It is a requirement in the Education Sector for all employees to be vetted.
7. In terms of a Criminal Conviction, the Criminal Records (Clean Slate) Act 2004 provides certain convictions do not have to be disclosed providing:
 - You have not committed any offence within 7 (consecutive) years of being sentenced for the offence **and**
 - You did not serve a custodial sentence at any time (this would include serious offences such as murder, manslaughter, rape and causing serious bodily harm) **and**
 - The offence was not a specified offence (specified offences are in the main sexual in nature) **and**
 - You have paid any fine or costs.
8. This application form and supporting documents will be held by the school. You may access it in accordance with the provisions of the Privacy Act 1993.

If you have any queries, please contact the person cited in the advertisement.

As proof you have read and understood these instructions, this sheet must accompany your application and will be kept on file, it must not be removed or destroyed.



TEACHER APPLICATION FORM

CONFIDENTIAL TO THE PRINCIPAL & CAMBRIDGE HIGH SCHOOL BOARD OF TRUSTEES ONLY

Position applied for: _____

as advertised in the Education Gazette on: ____/____/____

Personal Details:

Surname - Mr/Mrs/Ms _____ Previous Surname (if used in teaching) _____

First names: _____ Date of birth: ____/____/____

Postal Address: _____ Phone number: _____

Email: _____ MOE No: _____

Registration:

Do you hold a current Practising Teacher's Certificate? YES NO Applied for on: ____/____/____

Registration No: _____ Expiry Date: _____ Category: _____

Academic Qualifications:

Degrees, diplomas etc.	Year completed	Subjects/Papers Passed & Levels

Other Qualifications:

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Teaching Employment Record:

School	Full/Part time	Permanent/Relief	From:	To:

Teaching Subjects:

Subjects Taught in last 3 Years	Highest Level Taught	Other subjects willing to teach and level



School Activities:

Please state the co-curricular activities in which you are prepared to be involved. Where applicable, give past involvement.

Particular Strengths & Interests or a Personal Statement: (use a separate sheet if required).

Health/Medical Issues:

Are there any Health/Medical issues of which the Board should be aware? YES NO

Please state further information if necessary

Referees: Please nominate up to three referees below.

Referee 1

Name		Phone	
Position		Mobile	
Organisation			

Referee 2

Name		Phone	
Position		Mobile	
Organisation			

Referee 3

Name		Phone	
Position		Mobile	
Organisation			



Declaration:

1. Have you ever been dismissed from a teaching position in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever had teacher registration refused or cancelled in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you have any physical or mental health condition that may affect your ability to carry out a teaching role safely and satisfactorily?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Are there any matters for which you are currently under investigation which may call into question whether you meet the Education Council's Good Character and Fit to be a Teacher criteria?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Have you ever been found guilty of a criminal offence (apart from minor traffic convictions or those disregarded under the Criminal Records Clean Slate Act 2004)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Declarations: Note: If you answer YES to questions 1, 2, & 3 you must provide further information on a separate sheet.		
6. Do you consent, under the Privacy Act, to the school contacting any referees who have been nominated, in relation to this job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do you consent to a disclosure of information from the Licensing & Vetting Service of N Z Police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Do you consent to our contacting any of your previous employers and/or professional colleagues in addition to the named referees or any other person deemed appropriate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I _____, do solemnly and sincerely declare that to the best of my knowledge and belief, all the information above is entirely true and correct.

Signature: _____ **Date :** _____

Return completed Application Form, covering letter, Curriculum Vitae and evidence of teacher registration to the Principal.

*John McDonnell, Acting Principal
Private Bag 882, Cambridge 3450
Email: st@camhigh.school.nz
Phone: 07 827 5415*